



Medical Assistant (Certified Clinical Medical Assistant – CCMA)

Medical Assistants help and care for patients. The day- to-day job of a Medical Assistant includes carrying out routine treatments, conducting lab tests, and maintaining office records. Assistants are in charge of scheduling patient appointments and completing insurance forms. The basic duties of a medical assistant are to provide the physician with any aid necessary.

The work that Medical Assistants do includes performing a limited amount of basic medical duties. Assistants are needed to measure the vital signs of patients. This includes recording patients’ weight, pulse rate, blood pressure, and any other vital sign. Assistants also may give patients shots and distribute medication. They also clean and sterilize instruments and change dressings and bandages.

Greeting patients when they arrive at the office or clinic is one of the main jobs for the assistant. The assistant prepares rooms for patients, leads the patients to their room and then cleans the rooms after the patients leave.

Medical Assistants are indoors all day. Due to their work environment, it is possible to be exposed to disease and infections from close contact with patients. To protect themselves, assistants wear masks, glasses, rubber gloves, and other safety gear.

Medical Assistants may either work part-time or full-time, however most do work full-time. Generally, assistants work a set schedule, but may be required to work evenings and weekends.

Indiana Wage Information

| | Entry | Median |
|-------------|---------|---------|
| Hourly Wage | \$12.06 | \$13.68 |

Job Outlook in Indiana

| | |
|------------|-------------------|
| Long term | 28.8 % (increase) |
| Short Term | 2.2 % (increase) |

*Data collected from hoosierdata.in.gov

Job Duties

- Schedule patient appointments and receive payment for services
- Prepare blood for laboratory tests
- Give patient injections
- Help physician with patient examinations
- Take patient history and measure vital signs
- Prepare treatment rooms for the examination of patients
- Clean and sterilize instruments
- Collect blood and tissue samples for routine laboratory results
- Change dressings and bandages
- Contact other medical centers to schedule patients for tests
- Check inventory and order medical supplies and materials

Important Qualities

Analytical skills- must be able to understand and follow medical charts and diagnoses

Collected- must be able to stay calm and professional in every circumstance

Detail oriented- must be precise when taking vital signs and recording patient information

Interpersonal skills- must be able to discuss patient information with other medical personnel

Listening skills- must be able to actively listen to patients in order to assess their condition

Skills and Knowledge

Technical

- Able to use basic clinical instruments in order to take patients' vital signs
- perform activities that use whole body
- Work with the public
- Organize, plan, and prioritize work
- Evaluate information against standards
- Knowledge of medicine

English Language Arts

- Communicate well with patients and coworkers
- Speak clearly so patients can understand

Math

- Basic Math for medicine distribution
- Basic Math for financial records

Certification and Advancement

Medical Assistants do not have to be certified, though most employers prefer that they are. Being a certified Medical Assistant can lead to greater job security, higher pay and more employment opportunities. In most instances, organizations that offer certification for Medical Assistants require that the student be at least 18 years old before applying. Some organizations require the applicant to pass an exam while others require graduation from an accredited program.

The National Healthcareer Association (NHA) offers Certified Clinical Medical Assistant (CCMA) certifications. To be eligible to earn the CCMA certification, the NHA requires individuals to possess a high school diploma or equivalent and complete a medical assistant training program or complete one year of professional work experience. Individuals with a criminal record would not be eligible for this training.

Applicants who are scheduled to graduate from an accredited high school or equivalency program may receive a provisional certification until they receive their diploma. Provisional certifications expire within 12 months unless high school equivalency is submitted. The CCMA exam consists of 200 multiple-choice questions which must be completed in a set amount of time. Test-takers must answer 70% of the questions correctly to become CCMA certified. Once an individual receives the certification, they must complete continuing education credits to maintain it.

Medical Assistants can advance through experience and further training. Some advancement opportunities include: medical assistant teacher, nurse, office manager, and other healthcare or administrative support occupations.

How can YOU get involved?

The world of work relies on the foundational skills students acquire in your classrooms and/or programs!

- Know your students'/clients' interests and career goals
- Affirm the value of the skills/hobbies students demonstrate both in and outside of the classroom
- Infuse your classroom culture and/or meetings with career-minded activities
- Provide time to make connections between the material learned in adult education or workshops and students' daily lives/career aspirations
- Know the basic job descriptions and training requirements of in-demand occupations in your area
- Know which WorkINdiana programs are available in your region
- Know the processes for referring students to postsecondary or on-the-job training
- Post resources where students can find more information about further education/training and careers

Sources and Further Information:

www.bls.gov/ooh/
www.iseek.org/index.jsp
www.mynextmove.org
www.careeronestop.org
www.indianacareerexplorer.com
degreedirectory.org/
www.indianaskills.com

*Last Updated July 2015